

CITY OF PRINCE RUPERT | OPERATIONS DEPARTMENT

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| SWP Name: | Coronavirus (Covid-19) – Exposure Control | | |
| Date Created: | April 13, 2020 | SWP No: | OP-104.3 |
| Approval Date: | May 14, 2020 | Revision Date: | November 20, 2020 |
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PURPOSE:

The City of Prince Rupert Operations Department is committed to providing a safe and healthy workplace for all workers. A combination of preventative measures will be used to minimize worker's exposure to the Coronavirus also known as Covid-19. The City will strive to find ways to control exposure by development and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training for employees.

RISK IDENTIFICATION, TRANSMISSION AND ASSESSMENT:

What is Coronavirus (Covid-19)?

Coronaviruses are a large family of viruses and can cause diseases ranging from the common cold to more severe diseases such as SARS. On December 31, 2019, Chinese health authorities identified a new coronavirus through a series of reported cases of pneumonia in Wuhan, China. This coronavirus (COVID-19) is a new strain that has not previously been identified in humans. COVID-19 is a zoonotic virus. A zoonotic disease is caused by a pathogen (an infectious agent) that has jumped from a non-human animal to a human.

Symptoms of Covid-19

Covid-19 affects people in different ways. The symptoms of Covid-19 are similar to other respiratory illnesses and include: Fever (37.5 or higher), Chills, Cough, shortness of breath, sore throat, runny nose, loss of sense of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting, and muscle aches. While less common, symptoms can also include: stuffy nose, conjunctivitis (pink eye), dizziness, confusion, abdominal pain and skin rashes or discoloration of fingers or toes.

Incubation Period

Current estimates of the incubation period range from 1 to 14 days with median estimates of 5 to 6 days between infection and the onset of symptoms of the disease.

Exposure

The Covid-19 virus spreads in the same way as seasonal influenza. The virus spreads very easily from person to person through infected liquid respiratory droplets.

Exposure to the virus may occur in a variety of ways, with the most common being close contact. The virus appears to spread more efficiently than influenza but not as powerfully as measles, which is among the most contagious viruses known to affect people.

Close unprotected contact with an infected person:

- Infectious droplets from a person breathing, talking, coughing or sneezing and landing in the eye or onto the inner surfaces of the nose or mouth of another person. Close contact with an infected person (shaking hands or hugging);
- Inhaling infectious droplets or particles (from coughing, sneezing, or aerosol-generating medical procedures on infected patients); and,
- The respiratory droplets can travel ~ 2 meters, approximately two adult arm lengths. They do not hang in the air, but they can land on surfaces and contaminate them (i.e. doorknobs, light switches, counters). The virus is not known to be airborne (e.g. transmitted through the particles floating in the air) and it is not absorbed through the skin.

Contaminated surfaces:

Touching a surface contaminated with the infected droplets followed by touching one's eyes, nose, or mouth and the virus gets into the body.

- If an infected person coughs or sneezes into their hands, they can transfer the virus onto things that they touch; and,
- The virus can survive on surfaces between 4 and 72 hours depending on the type of surface, temperature, and humidity of the environment.

Currently, BCCDC reports that the evidence suggests that Covid-19 is transmitted by droplets and not airborne.

HEALTH MONITORING (SYMPTOMS):

Employee Responsibility

The symptoms of Covid-19 are similar to other respiratory illnesses, including the flu and common cold.

Employees are not permitted on the worksite if they meet any of the following criteria:

- Have or had symptoms of Covid-19 in the past 10 days (fever 37.5 C or higher, cough, sore throat, difficulty breathing, headache, muscle aches/fatigue, loss of appetite, chills, diarrhea, nausea and vomiting, runny nose, and loss of sense of smell/taste);
- Have travelled outside of Canada within the previous 14 days;
- Share a home with someone who has been exposed to Covid-19; and,
- Have been identified by Public Health as a close contact of someone with Covid-19.

Workers will promptly report any symptoms of pandemic influenza/flu-like illness to their Manager or Supervisor.

Supervisor Responsibility

Supervisors will monitor employees and conduct:

- A tailgate or pre-job meeting that includes verification that workers are symptom free prior to commencing the work; and,
- If an employee has a symptom, they must isolate from other workers and immediately contact a Manager. Management will review the symptoms and have the employee complete the online self-assessment tool: bc.thrive.health/covid19. Results of this test will determine if the employee is able to stay at work or if he/she must seek medical attention or self-isolate. If a test is required, call Northern Health Covid Test line at 1-844-645-7811.

OUR RESPONSIBILITIES

Everyone – employers, supervisors, contractors and workers have a responsibility for health and safety in the workplace.

Employer

- Provide a safe and healthy workplace;
- Maintain facilities and equipment to ensure that Covid-19 related hazards and risks are controlled or eliminated;
- Ensure employees received the Covid-19 crew talk;
- Implement, maintain, and publicize occupational health and safety policies and programs as they relate to Covid-19;
- Ensure that workers use appropriate personal protective equipment (PPE);
- Ensure all contractors working for the City have Covid-19 Safe Work Procedures and ensure that they meet or exceed the City's prior to them performing work on our site;

- Ensure that the materials (i.e., gloves, masks, alcohol-based hand sanitizers, and washing facilities) and other resources such as worker training materials required to implement and maintain the plan are readily available where and when they are required;
- Conduct a periodic review of the plan's effectiveness;
- Ensure Managers/Supervisors follow the direction of the City Manager or the Director of Operations, concerning Covid-19 communications, public service levels and operational requirements, and,
- Promote proper hand washing and/or use of alcohol-based hand sanitizer, avoid touching your face, coughing/sneezing etiquette and practice physical distancing whenever possible while at work.

Supervisors

- Follow Covid-19 safe work procedures and set a good example;
- Conduct mandatory Pre-Dig/Tailgate meeting ensuring that Covid-19 screening is completed;
- Ensure that workers are adequately instructed on the controls for the hazards at the location;
- Consult and cooperate with the Joint Occupational Health & Safety Committee;
- Ensure workers follow Covid-19 safe work procedures;
- Immediately direct workers to contact a Manager if they report with symptoms associated with the Covid-19 and/or have been diagnosed by a medical practitioner to have the flu;
- Promote proper hand washing and/or use of alcohol-based hand sanitizer, avoid touching your face, cough/sneeze etiquette and ensure that physical distancing is maintained whenever possible while at work; and,
- Communicate with Management any concerns or illness brought forward by workers.

Workers

- Know and follow Covid-19 health and safety requirements affecting your job;
- Use or wear all PPE or face coverings as required by the City Covid-19 procedures;
- Self-screen prior to coming to work;
- If you become sick with symptoms compatible with Covid-19, stay home and notify your Manager;
- Follow established work procedures as directed by the employer or supervisor;
- Report any unsafe conditions or acts to the Supervisor/Manager;
- Report if you have symptoms associated with Covid-19 and/or have been diagnosed by a medical practitioner to have the flu; and,

- Ensure that you are following the recommended preventative measures for Covid-19. Such as hand washing and/or use of alcohol-based hand sanitizer, avoid touching your face, cough/sneeze etiquette and maintain physical distancing whenever possible while at work.

RISK CONTROL AND ASSESSMENT:

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. Using this guideline as a reference, we have determined the risk level to our workers, depending on their potential exposure in the workplace.

Table 1: Risk assessment for Virus Control

| | LOW RISK | MODERATE RISK | MODERATE TO HIGH RISK | HIGH RISK |
|--|--|--|---|--|
| RISK OF EXPOSURE TO COVID-19 | Workers who typically have no contact with people infected. | Workers who may be exposed to infected people occasionally in relatively large, well ventilated workspaces. | Workers who may be working within 2 meters of infected people occasionally | Workers who may have contact with infected people in small, poorly ventilated workspaces. |
| RECOMMENDED CONTROLS | | | | |
| Hand Hygiene | Yes | Yes | Yes | Yes |
| Physical Distancing | Yes | Yes | Yes whenever operationally possible | Yes |
| Disposable gloves | Not required | Not required | Yes, when handling possible contaminated objects on a frequent basis. | Yes, when working directly in an area with Covid-19. |
| Aprons, gowns, or similar body protection | Not required | Not required | Not required unless handling contaminated objects on a frequent basis. | Yes, when working in close proximity to Covid-19. |
| Eye protection – goggles or face shield | Not required | Not required | Yes, use goggles when working in close proximity with Covid-19. | Yes, when working directly with Covid-19. |
| Airway protection – respirators | Not required | Not required | Yes (non-medical grade face mask). First Aid N95. | Yes (non-medical grade face mask). First Aid N95. |

Table 2: Risk Assessment by Position

| POSITION | LEVEL OF RISK | CONTROL PROCEDURES |
|--|--|--|
| City Hall Building Inspector and Office Worker | Low | ✓ Regular Hand Hygiene |
| City Hall Clerk III and Landfill Scale House Attendant | Low to Moderate | <ul style="list-style-type: none"> ✓ Regular Hand Hygiene ✓ Barrier Installed |
| Public Works Office Worker | Low to Moderate | ✓ Regular Hand Hygiene |
| Bylaw Officer, Refuse Collector & Operator | Low to Moderate | <ul style="list-style-type: none"> ✓ Regular Hand Hygiene ✓ Physical Distancing ✓ Cleaning/Disinfecting ✓ Regular PPE |
| Outside Workers (General) Trades | Moderate | <ul style="list-style-type: none"> ✓ Regular Hand Hygiene ✓ Physical Distancing ✓ Signage for public ✓ Cleaning/Disinfecting ✓ Regular PPE |
| Facility Custodian | Moderate | <ul style="list-style-type: none"> ✓ Regular Hand Hygiene ✓ Physical Distancing ✓ Signage for public when necessary. ✓ Cleaning/Disinfecting ✓ Regular PPE |
| First Aid Attendant | Low to High depending on who you are treating. | <ul style="list-style-type: none"> ✓ Regular Hand Hygiene ✓ Physical Distancing ✓ Signage for public ✓ Cleaning/Disinfecting ✓ Regular PPE to perform required task (i.e. respirator) |
| Utility Group | Moderate to High | <ul style="list-style-type: none"> ✓ Regular Hand Hygiene ✓ Physical Distancing ✓ Signage for public ✓ Cleaning/Disinfecting ✓ Regular PPE to perform required task (i.e. respirator) |

SAFE WORK PRACTICES:

The Operations Department commenced with Covid daily wellness checks in June 2020 as part of our morning tailgate sector meetings. The supervisor records staff in attendance and reads the covid symptoms to re-confirm that staff are safe to be at work. Employees have been orientated on conducting a self-assessment for covid-19 symptoms while at home. A Manager will follow up with any employees who calls in sick with Covid-19 symptoms.

Hand Hygiene

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose and mouth;

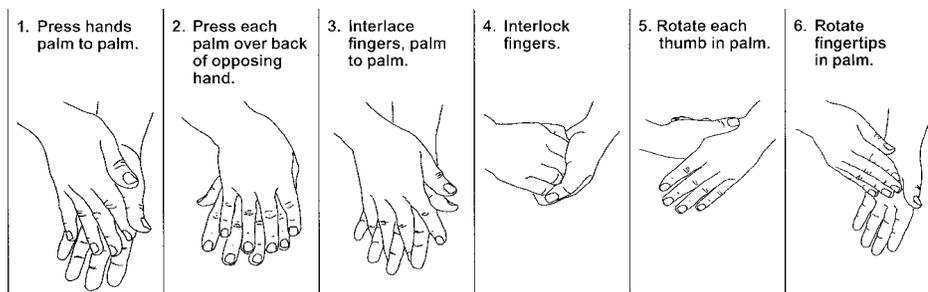
If a sink is not available on the job site, and your hands are not visibly soiled then you can use an alcohol-based (70%) hand sanitizer. If they are soiled use a wipe to effectively clean them and then follow up with the hand sanitizer;

Disposable gloves may be used if frequent handwashing and/or hand sanitizers are not available. Do not touch your face with gloves on, as it can spread the virus;

Know where the location of hand sanitizer/disinfectant is available on your jobsite or vehicle; and,

Do not touch your face, eyes, nose or mouth with unwashed hands or gloved hands.

Hand washing procedure



Use soap and water, it does not have to be hot to be effective. Wash and rinse your hands for at least twenty (20) seconds.

Cough/Sneeze (Respiratory) Etiquette

Workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplets. Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough;
- Use tissues to contain secretions, and dispose of them promptly in a waste container; and.
- Turn your head away from others when coughing or sneezing.

Cleaning/Disinfecting

Workspaces and Equipment

The City provides Facility Custodians for our buildings (City Hall and Operations Department – Landfill, Public Works and Cemetery), however, it is the responsibility of the employees to clean/disinfect common areas and other highly touched surfaces before use and after each use. A clean office promotes a healthy environment along with keeping your workstation clean. Use the cleaning supplies that are provided to you and wipe to disinfect the surfaces. These include, but are not limited to: keyboard, mouse, phone, headset, desktop surfaces, chair, armrest, cabinet door, drawers, point of sale machine, calculator, cash register, printers, photo copier, radio and cell phones. Shared workstations, along with equipment commonly used, must be cleaned before and after use – i.e. if you use a workstation to assist a customer.

Public Spaces – Customer Service Area City Hall

After using the Customer Service Meeting Room, the table and chairs used must be cleaned. The employee who used the room will be responsible for this task.

Hours of operation for the public are 9:30 am to 4:30 pm. In order to enhance our cleaning of the entry way spaces used by the public, a staff member will disinfect the front counters, pin pad of the point of sale, door handles (inside and outside), pens and any other item deemed necessary every hour.

Physical (Social) Distance

Physical distancing means keeping your distance from one another when outside of your home. This is an essential strategy for the control of any infectious diseases, especially Covid-19.

- BC Provincial Health Officer recommends that we keep a minimum of 6 feet or 2 meters distance between yourself and another person;
- Wear a non-medical grade mask in public spaces; and,
- Avoid congregating in common rooms or areas (i.e. lunch room, lockers, washers, etc.).

Mandatory Masks

On November 19, 2020, the Provincial Health Officer (PHO) announced that the solicitor general is issuing a public safety order under the *Emergency Program Act* requiring everyone in all indoor public and retail settings and workplaces to wear a mask. This requirement applies to all other work areas and any area where physical distancing cannot be maintained and where workers are not separated by a barrier.

Medical masks, including surgical masks and N95 respirators, are in short supply and need to be kept for health-care settings.

A mask acts as a barrier that reduces the chance of spreading respiratory droplets to others and prevents droplets from landing on surfaces when you cough or sneeze. Wearing a non-medical mask is not a replacement for proven measures such as handwashing, physical distancing and staying home when sick. Using a non-medical mask will protect others from virus particles emitted from the wearer by 99%. If both parties are wearing a non-medical mask it will stop the spread of the disease from person to person.

Cloth or non-medical masks

The City has provided all staff with cloth non-medical masks that are made of a three ply material and are good for 75 washes. All employees were initially given 2 and have been able to access additional masks when required.

If staff wish to provide their own facial covering it must include two or more layers. Two layers are needed in order to contain droplets.

When must masks be worn in the workplace?

Masks must be worn:

- In areas where physical distancing is not possible, including elevators, stairwells, hallways, washrooms, lockers and city vehicles;
- When staff are front facing, working with the public and not separated by a physical barrier;
- Departments have advised staff to wear masks;
- There is a fire drill;
- Staff visit other floors; and,
- When you enter the lunchroom/coffee room. Masks may be removed once you are sitting and commencing eating or drinking. Masks will be donned when you have finished.

Using and Cleaning Non-Medical Face Masks

Donning:

- Hand hygiene - wash your hands immediately before putting it on;

- The mask should fit snugly but comfortably against your face, starting at the nose and ending under your chin;
- Adjust the nose piece to form/mold to your face; and
- Make sure you note the front of your mask for reuse and you may want to place a mark on the front if it is not clear which is front or back.

Doffing

- Hand hygiene - wash your hands immediately before removing the mask;
- To remove just use the strings/elastic and do not touch the front of it; and
- Fold the mask inward so you are only touching the inside of the mask, and place in a reusable plastic bag.

Cleaning

- Cloth masks can be laundered in the washing machine and dryer after use. The water doesn't necessarily need to be hot but make sure you have laundry detergent;
- If the mask is not soiled it may be reused without washing. However it must be stored in a warm area inside a sealed bag, with your name on it, for 48 hours. After that, the virus will become inactive and won't be infectious; and,
- Although the above (sealed bag) is an option, we recommend that the masks be washed every day to avoid any cross contamination.

Respirators – N95 or Half Mask

This PPE is assigned, reviewed and tested with each employee by our Storeskeeper. Records are kept of the fit testing.

- Half-face respirator with P100 filters are preferred as they provide more protective coverage and are reusable;
- Workers must be orientated on how to properly don (put on), use, and doff (take off) PPE; how to properly dispose of or disinfect, inspect for damage, maintain PPE, and the limitations of PPE; and,
- Fit testing must be completed for workers who need to wear a half mask respirator. The Supervisor will arrange for fit testing and the employee will be assigned a half mask respirator with P100 cartridges for their continued use.

Personal Hygiene

A vital component to controlling the spread of the disease is good personal hygiene.

- Employees must practice good personal hygiene which includes ensuring that you launder your work clothes after each use. It is unclear how long the virus can survive on fabric, however many items of clothing have plastic and metal elements on them. Therefore, the virus might live for a few hours to several days; and,

- Exercise caution when returning home from work. Consider removing your shoes/boots when you enter the home and change into clean clothes. Follow the above recommendation for cleaning your personal clothes. Leave work at work and don't bring home anything to your family.

Worker Training

Workers will receive education and information on the following:

- The risk of exposure to the coronavirus, and the signs and symptoms of the disease;
- Safe work procedures to be followed, including hand washing, respiratory etiquette, physical distancing and cleaning;
- Orientated on the cleaning of PPE, tools/equipment and the worksite;
- To stay home when sick, and,
- Report any exposure to Management.

WHEN PHYSICAL DISTANCING IS NOT OPERATIONALLY POSSIBLE

Currently there are three (3) workplace scenarios that have been approved and will allow employees to omit the physical distancing requirement. They are:

1. Municipal Vehicles – Transportation to and from the Jobsite
2. Municipal Vehicles with Engineering Controls
3. Working in close proximity to complete a specific job

Workers who are considered to be at a lower risk of transmitting Covid-19 should only complete this work, i.e. if someone is coughing but feels fine otherwise, do not put them in close contact with others.

1. Municipal Vehicles – Transportation to and from the Jobsite

In order to perform required work and it is not operationally possible for each employee to ride in a separate vehicle, the following provisions have been authorized.

1.1 Two (2) or More Employees

- a. A Covid-19 wellness check must be performed with all staff prior to starting their shift and it will be documented on the tailgate/pre-job meeting sheet;
- b. When the vehicle assignments are given out, both employees must have no symptoms;
- c. Effective November 19, 2020 masks are now required for any vehicle with two or more people in it;
- d. Staff will not switch seats during their shift;

- e. Staff will sanitize the vehicle every day before driving it and at the end of their shift. It should be documented that it was cleaned. They will disinfect the:
 - Steering wheel
 - Door handles (inside/out)
 - Key (fob)
 - Turn signals
 - Seat and armrest
 - All buttons/dials on console
 - Seat belt clasp
 - Radio
 - Gear shifts
 - Any other surface touched
- f. Employees are not allowed in any City Vehicle if they have flu like symptoms.

2. **Municipal Vehicles with Engineering Controls**

If a vehicle has been equipped with a physical transparent (plexiglass) barrier to reduce exposure of Covid-19 via droplet control, then a mask is not required. :

Employees must ensure that they follow these guidelines:

Two (2) Employees with Barrier

- a. A Covid-19 wellness check must be performed with all staff prior to starting their shift and it will be documented on the tailgate/pre-job meeting sheet;
- b. When the vehicle assignments are given out, both employees must have no symptoms and must be comfortable with traveling together;
- c. Employees do not need to wear a respirator or cloth face mask when traveling provided that they have completed steps a & b above. However, if an employee wishes to wear a cloth face mask we have no objection as long as it is laundered daily;
- d. In the event that a staff member becomes ill, a non-medical grade cloth face mask will be placed on the ill person and they will be brought home immediately;
- e. Staff will not switch seats during their shift. If it has been deemed operationally necessary, then the employee who is leaving will clean (sanitize) the area they worked in before moving to the next task;
- f. Staff will sanitize the vehicle every day before driving it and at the end of their shift. It should be documented that it was cleaned. They will disinfect the:
 - Steering wheel
 - Door handles (inside/out)
 - Key (fob)
 - Turn signals
 - Seat and armrest
 - Any other surface touched
 - All button, dials on console
 - Seat belt clasp
 - Radio
 - Gear shifts
 - Barrier
- g. Employees are not allowed in any City Vehicle if they have flu like symptoms; and,

- h. Be cautious about having windows open in the vehicle as it will create turbulence in the airflow of the cab, as droplets may be dispersed rather than settle. Using the vehicle air vents, blowing air gently towards the occupants and away from others is a reasonable alternative.

3. Working in close proximity with another employee to complete a specific job

In order to perform the required work and it is not operationally possible or safe to carry out the task by yourself without another employee, the following provisions have been authorized.

- a. A Covid-19 wellness check must be performed with all staff prior to starting their shift and it will be documented on the tailgate/pre-job meeting sheet;
- b. A mask must be worn if you cannot complete the task with the physical distancing requirement of six feet; and,
- c. All other required PPE to safely perform the job must be worn.

If the task is considered essential and/or deemed to be acceptable work by Management, then review and implement the following:

3.1 Personal Protective Equipment (PPE)

All workers who cannot maintain physical distance (2 meters) must use PPE and avoid touching their eyes, nose, or mouth with bare or gloved hands:

- a. Effective November 19, 2020 you must wear a non-medical grade face mask along all other required PPE. Keep in mind that the face mask is controlling the exposure of covid-19 and when additional protection is required for exposure other than Covid-19, follow the safe work procedures. i.e. a half-face respirator with P100 filters or N95 masks;
- b. Disposable rubber gloves;
- c. Tyvek Suit or Rain Gear;
- d. Safety glasses or goggles;
- e. Workers must be orientated on how to properly don (put on), use, and doff (take off) PPE; how to properly dispose of or disinfect, inspect for damage, maintain PPE, and the limitations of PPE;
- f. Fit testing must be completed for workers who need to wear a half mask respirator. The Supervisor will arrange for fit testing and the employee will be assigned a half mask respirator with P100 cartridges for their continued use;
- g. The employee must be able to pass a fit test with the Storeskeeper to commence work. After the fit test it is the employee's responsibility to ensure that their mask has a proper seal;

- h. Have available a plastic disposal bag for disposal of consumables (N95 masks, rubber gloves, cleaning wipes). Seal the disposal bag and store it with other garbage;
- i. Dispose of N95 masks, Tyvek suits and rubber gloves after use in the disposal bag;
- j. Sanitize glasses and half mask respirators using disposable wipes. Dispose of disposable wipes in the disposal bag;
- k. Upon returning to the yard, employees will sanitize (clean) all reusable PPE, including boots, and hang in the dry room; and,
- l. When dried, store reusable PPE and Rain Gear in a locker room. Ensure no cross contamination occurs between PPE belonging to different workers.

3.2 Handwashing

- a. Wash hands with soap and water (does not need to be hot) for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 70% alcohol. Always wash hands that are visibly soiled;
- b. Avoid touching your eyes, nose, or mouth with bare or gloved hands;
- c. If a sink is not available on the job site, and your hands are not visibly soiled then you can use an alcohol-based hand sanitizer. If they are soiled use a wipe to effectively clean them and then follow up with the hand sanitizer;
- d. Disposable gloves may be used if frequent handwashing and/or hand sanitizers are not available. Please do not touch your face with gloves on, as it can spread the virus;
- e. Know where the location of hand sanitizer/disinfectant is available on your jobsite; and,
- f. Wash hands thoroughly when gloves are removed and at the end of the task for which less than 2 meters of distance is required.

3.3 Cleaning/Disinfecting

Cleaning up the work site is a very important part of the whole process in controlling the virus infection. All cleaning supplies must be obtained from the Storeskeeper to ensure that they are acceptable for cleaning and have the Safety Data Sheet.

3.4 Cleaning PPE

Upon returning to the Public Works yard, employees will clean all used PPE.

- a. Rain Gear will be washed with the supplied cleaner and rinsed well at one of the two cleaning stations (in the pipefitter bay or outside the former public entrance/ramp);

- b. Employees will use the boot wash to clean all foot wear;
- c. Respirators and Goggles should be cleaned thoroughly; and,
- d. All PPE should be brought to the drying room when cleaned.

3.5 Cleaning Municipal Vehicles/Equipment/Tools

Upon completion of cleaning PPE, employees will then clean all vehicles, equipment and tools used.

- a. Supplies needed to clean Municipal Vehicles/Equipment: disposable gloves, paper towels and sanitizing solution in spray bottle. Lysol/Clorox Wipes are in short supply, therefore do your best to use them in the field only;
- b. When cleaning vehicles make sure the doors are open to allow for natural ventilation;
- c. Disinfect all commonly shared and high-touched surfaces. Use enough disinfectant product so that all surfaces are visibly wet and then allow disinfectant to dry;
- d. What should you clean? Steering wheel, center touch screen and GPS screen, all buttons, dials and switches, including the climate control and stereo, door handles (inside & out), key fob, ignition area, turn signals, gear shift and wiper levers, lock, and power window controls, seat adjuster flat surfaces such as the dash, console, armrest and door side pads, rearview mirror, Motorola radio's, tool box, id badge, pens and cell phone. Anything you touched or came in contact with;
- e. Record that the vehicle was cleaned in your post trip report; and,
- f. When task is completed ensure the tools that were used are cleaned and disinfected.

| POLICY ADOPTION AND AMENDMENT DETAILS | | | |
|---------------------------------------|-------------------|--------------------|--|
| Policy No. | Amendment Date | JOHS Approval Date | Comment: |
| OP-104 | April 17, 2020 | April 17, 2020 | Implemented |
| WorkSafe BC | | | Accepted May 21, 2020 IR#202013696085A |
| OP-104.1 | May 14, 2020 | n/a | Started Covid Daily Wellness Check |
| OP-104.2 | October 27, 2020 | n/a | Updated symptoms & phone number |
| OP-104.3 | November 20, 2020 | n/a | PHO Nov 19 and subsequent changes |
| | | | |

Operations Department | Covid-19 Task Check List

COMPLETE WHEN WORKING IN CLOSE PROXIMITY WITH ANOTHER EMPLOYEE TO PERFORM REQUIRED WORK (PHYSICAL DISTANCING NOT POSSIBLE)

Date: _____ Employees: _____

Before Work Commences

YES NO

- Covid-19 or Flu Like Symptoms – Wellness Screening

Respiratory symptoms: Fever 37.5 C or higher, cough, sore throat, difficulty breathing, headache, muscle aches/fatigue, loss of appetite, chills, diarrhea, nausea and vomiting, runny nose, and loss of sense of smell/taste. While less common, symptoms can also include: stuffy nose, conjunctivitis (pink eye), dizziness, confusion, abdominal pain and skin rashes or discoloration of fingers or toes.

Self-assessment tool: bc.thrive.health/covid19

To book a test call Northern Health Covid test line at 1-844-645-7811

It is important to share with co-workers when employees are experiencing **seasonal allergies** – sneezing, runny nose or itchy eyes. As this is not a Covid symptom.

- Is Physical Distancing achievable with this task?
- If “NO” ensure that you have the following:
- Face Mask (November 19, 2020 PHO)
 - Disposable rubber gloves and if different your regular work gloves
 - Tyvek Suit or Rain Gear
 - Safety Glasses or Goggles
 - 2 Plastic disposal bag for all consumables (i.e. gloves, wipes, Tyvek) and soiled PPE
 - Cleaning wipes for your respirator
 - Hand Sanitizer
 - Cleaning solution or wipes to use for touched surfaces on the job site
- Perform pre-trip on the vehicle you have been assigned
- Determine who will be driving and then clean the vehicle. Disinfect the

following:

- Steering wheel, seat belt clasp, door hands (in and out), radio and all areas that are commonly touched

At the Job Site

YES

- Ensure all regular PPE is used along with the Covid-19 PPE
- Review where the washing station is (if applicable), sanitizer and wipes that are suitable to use on your face or hands if the need arises.

At the Job Site – Task Completed

YES

- Wash hands/sanitizer
- Clean half-face respirator
- Remove soiled PPE and place in a bag
- Group all tools that were used for cleaning when you return to the yard

At the Public Works Yard – Task Completed

YES

- Wash hands with soap and water
- Clean & disinfect all PPE and tools used
- Hang gear to dry
- Clean and disinfect the vehicle and document on post trip if applicable
- Don't forget to clean the radio and your cell phone

End of Day

YES

- Reminder to practice good personal hygiene by laundering your work clothes
- Leave work boots at work.
- Wash your hands with soap and water